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General Assembly

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Committee on Conferences
Substantive session of 2017
5-11 September 2017

Agenda and programme of work for 2017

The agenda for the substantive session of 2017 of the Committee on Conferences was approved by the Committee at its organizational session, on 21 June 2017, on the basis of an annotated provisional agenda proposed by the Secretariat (see A/AC.172/2017/L.1, annex). Subsequently, the report of the Secretary-General on the pattern of conferences (A/72/116) was to be issued with a strategically oriented and streamlined structure. An agenda for the substantive session is accordingly issued in the present document for approval by the Committee.

All matters pertaining to conference management and regularly reported under the agenda item "Pattern of conferences" are included in one consolidated report. Statistical and other relevant data are presented as information supplementary to the report. At its organizational session, the Committee also decided, as it had in previous years, to include in its programme of work for the year informal briefings by the Secretariat on issues related to conference management that are of interest to the Member States. In preparation for the substantive session, a briefing by the Secretariat is proposed for 30 August 2017. Other briefings may be scheduled at the request of Member States.

At its organizational session, the Committee also reconfirmed the dates for its substantive session, to be held from Tuesday, 5 September, to Tuesday, 11 September 2017. The programme of work will follow the same pattern as in previous years: the Committee will meet formally on 5 and 6 September, and will hold informal consultations on 7 and 8 September as required, before concluding its work on 11 September.

Agenda

1. Adoption of the agenda and other organizational matters.
2. Meetings management:
   (a) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2018 and 2019;
   (b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

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(c) Intersessional departures;

(d) Utilization of conference-servicing resources by United Nations organs;

(e) Provision of interpretation services to meetings of bodies entitled to meet "as required";

(f) Provision of interpretation services to meetings of regional and other major groupings of Member States;

(g) Meetings held away from established headquarters;

(h) Utilization of conference facilities at the United Nations Office at Nairobi;

(i) Utilization of the conference centre at the Economic Commission for Africa.

3. Documents management:

(a) Timely submission, processing and issuance of documents;

(b) Simultaneous distribution;

(c) Digitization and uploading of important older United Nations documents.

4. Staffing.

5. Facilities and accessibility:

(a) Use of United Nations premises;

(b) Accessibility.

6. Measuring the quality of conference services.

7. Organization of work.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2018.

Annotations

1. Adoption of the agenda and other organizational matters

2. Meetings management

(a) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2018 and 2019

The draft biennial calendar of conferences and meetings of the United Nations for 2018 and 2019 has been prepared pursuant to section I of resolution 71/262 on the pattern of conferences.

Documentation: Draft biennial calendar of conferences and meetings of the United Nations for 2018 and 2019 (A/AC.172/2017/L.2).

(b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat has reported on requests received pursuant to paragraph 15 of resolution 47/202 A and section I, paragraph 7, of resolution 40/243, for action by the Committee, in the report of the Secretary-General on the pattern of conferences (A/72/116).

Documentation: Letter from the Chair of the Committee on Conferences to the President of the seventy-second session of the General Assembly (A/72/116).

(c) Intersessional departures

The Secretariat has compiled a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2017, together with information on the action taken by the Committee.

(d) Utilization of conference-servicing resources by United Nations organs

The Secretariat has reported on the matter pursuant to paragraphs 13 to 21 and 26 of resolution 71/262.

Documentation: Statistical data and analysis of the programmed and actual utilization of conference-servicing resources allocated to calendar bodies at all four duty stations are available to the Committee as supplementary information.

(e) Provision of interpretation services to meetings of bodies entitled to meet "as required"

The Secretariat has reported on the matter, pursuant to paragraph 22 of resolution 71/262, in document A/72/116.

(f) Provision of interpretation services to meetings of regional and other major groupings of Member States

The Secretariat has reported on the matter, pursuant to paragraphs 23 to 25 of resolution 71/262, in document A/72/116.

(g) Meetings held away from established headquarters

The Secretariat has reported on the matter, pursuant to paragraph 36 of resolution 71/262, in document A/72/116.

(h) Utilization of conference facilities at the United Nations Office at Nairobi

The Secretariat has reported on the matter, pursuant to paragraph 27 of resolution 71/262, in document A/72/116.

(i) Utilization of the conference centre at the Economic Commission for Africa

The Secretariat has reported on the matter, pursuant to paragraphs 28 to 30 of resolution 71/262, in document A/72/116.

3. Documents management

(a) Timely submission, processing and issuance of documents

The Secretariat has reported on the matter, pursuant to paragraphs 64 to 74 of resolution 71/262, in document A/72/116.

(b) Simultaneous distribution

The Secretariat has reported on the matter, pursuant to paragraphs 47 to 55 of resolution 71/262, in document A/72/116.

(c) Digitization and uploading of important older United Nations documents

The Secretariat has reported on the matter, pursuant to paragraphs 81 to 85 of resolution 71/262, in document A/72/116.

4. Staffing

The Secretariat has reported on the matter, pursuant to paragraphs 93 to 124 of resolution 71/262, in document A/72/116.

5. Facilities and accessibility

(a) Use of United Nations premises

The Secretariat has reported on the matter pursuant to paragraphs 10 to 12 of resolution 71/262, in document A/72/116.

(b) Accessibility

The Secretariat has reported on the matter pursuant to paragraphs 34 and 35 of resolution 71/262, in document A/72/116.

6. Measuring the quality of conference services

The Secretariat has reported on the matter, pursuant to paragraphs 40 to 45 and 106 to 112 of resolution 71/262, in document A/72/116.

7. Organization of work

In section II.A, paragraph 20, of its resolution 57/283 B, the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2018

The Committee will adopt its draft report for 2017 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its seventy-second session. The Committee will approve the dates proposed for its organizational and substantive sessions in 2018.